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REF ID: *Jones*
RETURN TO
RECORDED MANAGEMENT INFORMATION
5 July 1956

Members, Defense Sub-Committee, WGIR

Chairman, WGIR

Factors to Consider in Developing a Common Information Report Format for the Military Departments

1. Format should be compatible with attached CIA-IR - place primary emphasis on "masthead"
2. 8" x 14" reproduced size.
3. Strive for offset method of reproduction of reports disseminated to IAC. Most compatible to needs of customers for "hard copies" and to minicard utilization. Field needs can be met by dual-units using hecto, oxalid, litho carbon backed record copies, etc.
4. Prefer black printing on white paper to colored papers and inks. Best for consumers "hard copy" needs, microfilm and Minicard.
5. CIA's need for 3/4" - 1" clear space at top of any form which will be interfiled by CIA with other reports, particularly those dealing with industrial facilities.
6. Systematic citation of enclosures.
7. Memo from Navy/Air Members ANIP to Chairman ANIP, Subject: Information Reports, Standardization of, 21 Oct 55.
8. Suggested Terms of Reference for Working Group to Consider Adoption of a Common Report Format (Attached to WGIR-Memo-1, 13 Jan. 56.)
9. Such other items as you feel are pertinent.



Chairman

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Wiley
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